

GORKHALAND TERRITORIAL ADMINISTRATION
Office of the Deputy Director of Textiles (Sericulture)
Darjeeling

गोर्खाल्याण्ड क्षेत्रिय प्रशासन

रेशम शिल्प उप-निर्देशकको कार्यालय दार्जीलिङ्ग ०३५४-२२५७०४०
Edwin Building Ground Floor Lowise Jubilee , Darjeeling PIN : 734101
Phone No. 0354-2257040 E-mail - dghcseri@gmail.com

QUOTATION NOTICE

Quotation Notice No : २

Date : 12/07/2019

Sealed quotation in plain paper is hereby invited by the undersigned from the bonafide supplier for supply of office **Stationery Article** to the office of the undersigned for the year 2019-20.

The quotation will be received by Registered Speed post only. It will not be accepted by hand or otherwise.

Rate should be quoted for each item per pc/pkt/bottle/no etc. including delivery charges up to the office of the undersigned.

Materials found inferior quality will not be accepted and for which no compensation would be made.

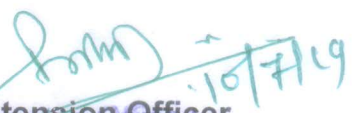
Last date of receiving the quotation is 29/07 /2019 upto 1 p.m and will be opened on the same day in presence of quotationer or their authorized representatives if any.

Acceptance of the lowest rate is nor obligatory, Quotation will be valid for 01(One) year from the date of acceptance of the supplier. The decision of the committee will be final.

Security money amounting Rs. 2,000.00 (Rupees Two thousand)only in the form of Bank Draft drawn in favour of "**Deputy Director of Textiles (Sericulture)**" Darjeeling along with **Pan Card/GST Registration Certificate** should be accompanied with quotation. The undersigned reserves the right to accept or reject the quotation without assigning any reason what-so-ever.

The envelop should be superscribed "**QUOTATION FOR STATIONERY ARTICLES 2019-20**".

List of articles and their specification are attached in Annexurte "A" and may be obtained from the office of the undersigned during office hour.


Extension Officer
In-Charge
Deputy Director Textiles (Sericulture)
Darjeeling

See over leaf →

Memo. No. 124(3) /C-II

Dated : 12/07/2019

Copy for information :-

- 1) The Commissioner of Textiles & Sericulture, Govt of West Bengal Kolkata -13
- 2) The Joint Director, North Zone, Siliguri.
- 3) The Asstt. Director of Sericulture, Kalimpong.
- 4) The post Master, Darjeeling Head Post Office.
- 5) The District Information & Cultural Officer, Darjeeling.
- 6) The Office website (www.seriwbgov.org)
- 7) Office Notice Board.


12/7/19
**Extension Officer
In-Charge
Deputy Director Textiles (Sericulture)
Darjeeling**

ANNEXURE – A (Annexure to Memo no
LIST OF ITEMS FOR WHICH RATES ARE INVITED)

| Sl. No | Name of Stationery Articles/ Computer Accessories | Specification | Rate |
|--------|---|---------------|------------|
| 1. | Alpin T Push | Good Quality | Per Pkt |
| 2. | Gems Clips Small/Large | Good Quality | Per Pkt |
| 3. | Carbon Paper – Typing/Pencil | Good Quality | Per Pkt |
| 4. | Cello Tape big/Medium /Small | Good Quality | Per Pc |
| 5. | Cash Book | Good Quality | Per No |
| 6. | Attendance Register (Large) | Good Quality | Per No. |
| 7. | Stock/Stationery Register | Good Quality | Per No. |
| 8. | Register | Good Quality | Per No. |
| 9. | Typing Ribbon Black | Good Quality | Per Pc |
| 10. | Computer Paper A4 Size | Good Quality | Per Ream |
| 11. | Computer Paper (Legal) | Good Quality | Per Ream |
| 12. | Dot Matrix Paper (A4 15 x 12) Double carbon | Good Quality | Per Ream |
| 13. | Lever Arch File | Good Quality | Per Pc |
| 14. | Calculator (Branded) | Good Quality | Per No |
| 15. | Dot Pen Cello Maxwriter | Good Quality | Per Pc |
| 16. | Dot Pen Refill | Good Quality | Per Pc |
| 17. | F.C. Paper | Good Quality | Per Ream |
| 18. | Four Folder File | Good Quality | Per Pc |
| 19. | File Cover with Board | Good Quality | Per Pc |
| 20. | File Tag - Large | Good Quality | Per Bunch |
| 21. | Glue Stick | Good Quality | Per Pc |
| 22. | Marker Pen | Good Quality | Per Pc |
| 23. | Receive Register/Dak Despatch | Good Quality | Per No. |
| 24. | Pencil wooden | Good Quality | Per Pkt |
| 25. | Paper Cutting Knife | Good Quality | Per Pc |
| 26. | Scale Plastic - Big | Good Quality | Per Pc |
| 27. | Stamp Pad Medium | Good Quality | Per Pc |
| 28. | Stamp Pad Ink 60 ml. | Good Quality | Per Bottle |
| 29. | Envelop Small / Medium / Large | Good Quality | Per Pkt |
| 30. | Stapler Machine Large / Small | Good Quality | Per Pc |
| 31. | Stapler Pin Large / Small | Good Quality | Per Pkt. |
| 32. | Envelope cloth 16" x 12" | Good Quality | Per Pc |
| 33. | Pin Cushion | Good Quality | Per Pc |
| 34. | White Correction Pen | Good Quality | Per Pc |
| 35. | Chart Paper | Good Quality | Per Pc |
| 36. | Note Pad | Good Quality | Per Pc |
| 37. | Thumb Pin | Good Quality | Per Pkt |
| 38. | Tag File | Good Quality | Per Pc |
| 39. | Peon Book | Good Quality | Per No |
| 40. | Pen-two sides(blue-red) | Good Quality | Per No |
| 41. | Refill for two sided pen | Good Quality | Per Pc |
| 42. | Laser Toner Cartridge | Good Quality | Per Pc |
| 43. | TVS Computer Printer Ribbon | Good Quality | Per Pc |
| 44. | Duster Cloth | Good Quality | Per Pc |
| 45. | Poker | Good Quality | Per Pc |
| 46. | Pan Stand | Good Quality | Per Pc |
| 47. | Towel | Good Quality | Per Pc |

[Handwritten Signature]